

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Rich Roesing, Management Officer

ANNOUNCEMENT NUMBER: **2014-030**

Open to: All Interested Candidates/All Sources

Position: Project Management Specialist (Monitoring & Evaluation)
FSN-10

Opening Date: December 01, 2014

Closing Date: December 31, 2014

Work Hours: Full-time; 40 hours/week

Salary: (GNF 98,678,230 – 148,017,338 per annum).
Final compensation will be based on the individual's salary and work history, experience and educational background.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION

Serves as the Program Office (PO) Performance Monitoring Point of Contact (PMPOC) and Evaluation Point of Contact (EPOC) for USAID/Guinea and Sierra Leone's management, implementing partners, and clients. The position is critical to the USAID commitment to "manage for results" and to meet the requirements of the Government Performance Reporting Act and ADS Series 203.

A. Major Duties and Responsibilities:

a. Performance Monitoring Point of Contact: (50%)

1. This M&E Specialist will ensure compliance with performance monitoring across the breadth of the Mission's portfolios for both Guinea and Sierra Leone and will

collaborate with the Development Objective (DO) team staff in the Mission as outlined in the Monitoring Mission Order (MO). This entails but is not limited to the following tasks:

- Work with DO team staff to ensure that indicators for the Goal, DO, and Intermediate Results (IR) are well-defined using Performance Indicator Reference Sheets (PIRS). This individual will also work with the DO Team to ensure that Goal and DO indicator baseline data are collected and targets set prior to initial approval of the Performance Management Plan (PMP).
 - Develop and update USAID/Guinea's Country Development and Cooperation Strategy (CDCS) and USAID/Sierra Leone's Program Framework performance management tools such as the PMP, the Performance Management Information System (PMIS), and performance indicator reference sheets;
 - Responsible for ensuring that the mission-wide PMP section on data quality assessment (DQA) procedures includes: 1) common Mission formats for DQAs; 2) a common (shared-drive) location for approved DQAs; and 3) Mission-specific procedures and best practices for conducting DQAs. The PMPOC has the responsibility to ensure that the Mission tracks important findings and follow-up actions from DQAs.
 - Ensures all project/activity PMPs are consistent with Mission PMP and Performance Plan and Report (PPR), together with the DO team staff.
 - Trains USAID staff, host Country officials, and NGO staff responsible for implementation of such performance monitoring/evaluation, and monitoring systems; and
 - Advises and/or trains implementing partners' M&E Points of Contact on data and analytical requirements and ensures that the data submitted conforms to standardized data format and content requirements, as specified in contracts and grants for easy input into the USAID/Guinea and Sierra Leone PMIS.
2. The candidate performs the following analytical tasks related to improving the quality and use of empirical data for program/project/activity monitoring and reporting:
- Provides guidance and support to Technical teams in completing their annual PPR. The candidate is responsible for coordinating the PPR process and final submission of the annual PPR.
 - Appraises the constraints to and identifies solutions for the effective generation, management and application of relevant data for the monitoring of development programs/projects/activities in Guinea and Sierra Leone; and

- Appraises the potential for efforts to develop and/or employ more efficient or more sophisticated empirical data collection methods, analysis and reporting than those currently used in USAID/Guinea programs/projects/activities.
3. The candidate represents USAID/Guinea and Sierra Leone to host country officials, and other customers as s/he performs her/his other major duties and responsibilities.

b. Evaluation Point of Contact: (50%)

1. The M&E Specialist also plays the key EPOC role throughout the processes outlined in Evaluation MO, helping to ensure Mission compliance with the Agency's Evaluation Policy across the Mission's projects, and interacts with USAID/Washington regional or technical bureaus and the Bureau of Policy, Planning, and Learning, Office of Learning, Evaluation, and Research (PPL/LER). Their function is to serve both as a value-added subject matter expert on evaluation policies and procedures for the Mission, while serving a central quality control and information-gathering function.
2. Working with the DO Team, the M&E Specialist helps to develop scopes of work (SOW) for evaluations and will lead a peer review of the SOW, including no less than two individuals in addition to the EPOC (or the designee).

The M&E Specialist will coordinate the Portfolio Review processes as outlined in the portfolio review Mission Order, including the timely submission of project/activity data during the semi-annual USAID/Guinea and Sierra Leone Portfolio Review.

QUALIFICATIONS REQUIRED

- **Education:** A Bachelor's degree in Statistics, Mathematics, Economics, and/or English is required.
- **Prior Work Experience:** At least five (5) years in Program Monitoring and Evaluation in West Africa is required.
- **Language Proficiency:** Written and Spoken level IV French and English is required.
- **Knowledge, Skills & Abilities:** The candidate must demonstrate the ability to write clearly and professionally in English.

Computer and Other Skills: Advanced Microsoft Excel and Microsoft Word skills are required. Candidate must demonstrate ability to manipulate and summarize data in Microsoft Excel and present findings in English in Microsoft Word.

The candidate must be able to communicate technical subjects to clients with non-technical background. S/he must be able to design and deliver formal trainings in monitoring and evaluation to USAID partners.

TOTAL: 100 points

SELECTION PROCESS

ADDITIONAL SELECTION CRITERIA

1. USAID will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

INSTRUCTIONS TO APPLICANTS:

ALL APPLICATIONS SHOULD BE SUBMITTED ELECTRONICALLY TO:

conakryhr@state.gov

Attention: Management Office
P.O. Box 603
Transversale No.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

A) APPLYING

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the Vacancy Announcement number on your application, and as the subject line in the cover letter, as well as using the address/delivery point specified in this Vacancy Announcement.
- ii). **Form DS-174:** Fully completed and hand-signed copy of an Application for Federal employment Form DS-174. Forms are available at the Department of State web site: http://conakry.usembassy.gov/job_opportunities.html. **Un-signed application will not be considered.**
- iii). **Cover Letter:** highlighting your qualifications, skills, attributes and past experience to demonstrate suitability for the position and how they meet the requirements of each of the evaluation criteria.
- iv). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection

criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

- v). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

B) SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

POINT OF CONTACT:

Human Resources Office, U.S. Embassy Conakry.
Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: DECEMBER 31, 2014

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.